



CHANGE MANAGEMENT CHECKLIST

(New Process, Construction, Installation, Services, Requirements, etc)

Project Name:			Date:		
Contractor:			CAR No.		
Location/ Area:			WO No.		
Description of Change:					
Review / Identification of Risks - Tick (✓) if applicable then provide detail or description					
<i>Note: Use this form for the planning and construction phase. Use PPA form for the operational phase.</i>					
	Risks Identified	Detail		Risks Identified	Detail
Planning Process					
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>	Other resources		<input type="checkbox"/>		
Core Processes					
<input type="checkbox"/>	Estate Management		<input type="checkbox"/>		
<input type="checkbox"/>	Project Management		<input type="checkbox"/>		
Support Processes					
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
Others					
<input type="checkbox"/>			<input type="checkbox"/>		



<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
Applicable legal and other requirements, if any:					
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	
Tick applicable controls to be implemented:					
Quality Controls				<input type="checkbox"/>	
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
				Special Instructions (if any)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>					
Others, specify:					
QMS Documentation – Based on this risk assessment, review and update the following (Attach DCR and draft document) :					
<input type="checkbox"/> QMS Policy		<input type="checkbox"/> Procedure(s):			
<input type="checkbox"/> QMS Policy Manual		<input type="checkbox"/> Form(s):			
Prepared by:		Reviewed by:		Approved by:	
Project Proponent		Division Chief		Department Manager	